



## Career Opportunity

January 28, 2011

11-40

- Do you want to make a positive, significant difference in the lives of citizens in communities throughout California?
- Do you want to directly improve the lives of citizens in the State of California through the implementation of vital environmental restoration projects?

Then the California Conservation Corps (CCC) has the job for you!

The CCC is a dynamic organization committed to developing young men and women by challenging them to complete a year of public service and conservation-related work. Employees of the CCC are leaders who inspire, educate and challenge young people to further their educational and professional goals.

If you are looking to work for a state department that demands excellence, inspires staff to do their best and protects and enhances the state's environment, we invite you to apply for a position with the California Conservation Corps, the finest youth Environmental Restoration, Education, Workforce Development program in the world.

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## SENIOR PERSONNEL SPECIALIST FULL TIME / PERMANENT

### SALARY

\$ 3,658 - \$4,446

FINAL FILING DATE  
UNTIL FILLED

POSITION LOCATION  
SACRAMENTO

RPA #11-1115

### QUESTIONS ABOUT THE JOB

KELLY REYNOLDS

(916) 341-3264

OR VISIT OUR WEBSITE

[WWW.CCC.CA.GOV](http://WWW.CCC.CA.GOV)

### SEND APPLICATION TO

CIVIL SERVICE RECRUITMENT DESK

1719 24<sup>TH</sup> STREET

SACRAMENTO, CA 95816

ATTN: KEVIN SPERRY

**Duties:** Performs a full range of the most difficult task including civil service and corpsmembers work related injuries. Act as an expert staff resource responsible for consultation in the most sensitive and complex personnel areas. Requires working with multiple data bases and on-line systems, from State Controller's Office, State Personnel Board, Department of Personnel Administration and internal CADCARS system. Coordinates documentation and pay issues with Health and Safety personnel, State Compensation Insurance Fund (SCIF), Personnel Analyst, employees and supervisors. Required to research through personnel regulations for solutions and prepare correspondence to explain the solution. Following generalized direction and standardized practices and procedures, Exercise a high degree of initiative and independent judgment in initiating and altering work processes; and making determinations based on constantly changing policy, workload and deadlines. Incumbents are expected to organize and accomplish work with a high degree of autonomy. Expert in the area of payroll compensation for injured employees.

**Desirable Qualifications:** Must be self-motivated, detail oriented and able to work independently and as part of a team.

**Who May Apply:** Applicants currently at the Senior Personnel Specialist level, or those who have eligibility for appointment or transfer to this classification.